



# **VSRA**

## **Annual WAF Training**

### **Student Handouts**

**Please check with your facility and the ship to see if they have any updates or additions to these forms.**

**Submit questions and comments to:**

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## **INTRODUCTION**

The forms in this supplemental handout are provided as a resource for students to use during the Annual WAF Training. It is not required that these forms be completed, nor submitted, to successfully complete the course. However, we highly encourage students to use them for note taking during the session and use them as a guide in the field. Although VSRA makes a substantial effort to always supply companies and facilities with any course updates published, VSRA cannot control the version of the course that a facility may be using. Always check with your facility or ship to ensure these are the most current versions of the documentation. In addition, always check to ensure the training you are taking is the most updated version available. VSRA always keeps the most updated version available on-line. Replacement DVD copies for classroom training are available through the VSRA training department at [OTraining@VirginiaShipRepair.org](mailto:OTraining@VirginiaShipRepair.org)

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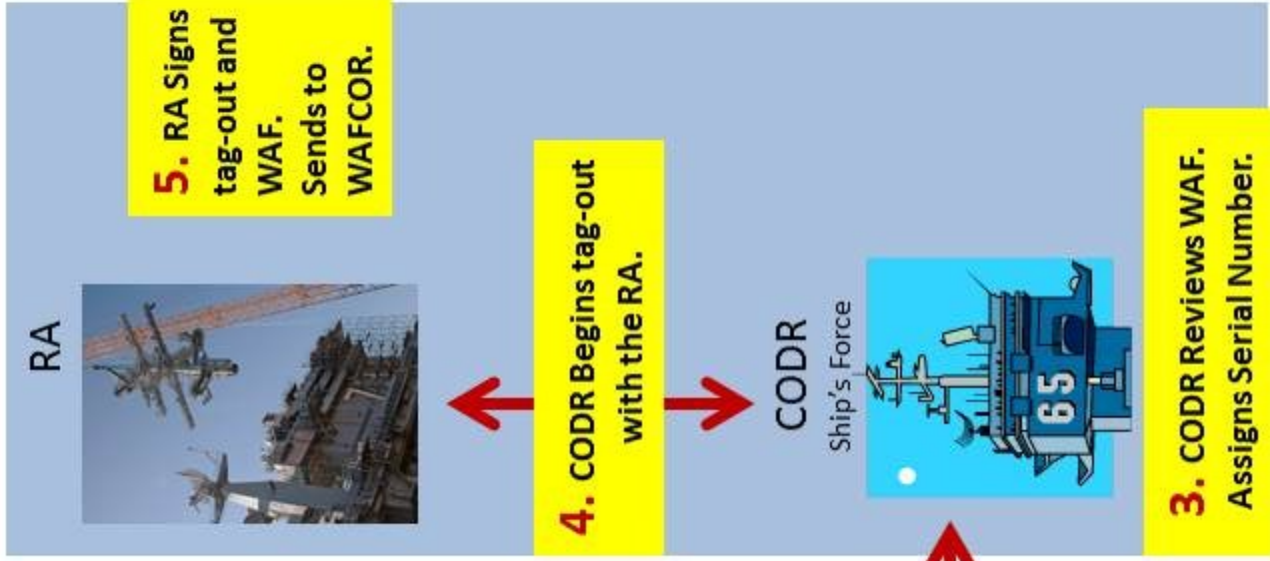
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# WAF PROCESS FLOW CHART



## WORK AUTHORIZATION FORM

|                    |                            |            |
|--------------------|----------------------------|------------|
| 1. USS             | 2. SYSTEM                  | 3. WAF NO. |
| 4. JSN             | 5. DIVISION/LWC/RA         |            |
| 7. JOB DESCRIPTION | 6. TECHNICAL WORK DOCUMENT |            |
|                    |                            |            |

### PREPARATION FOR WORK

|  |
|--|
| 8. POST WORK TESTING AS SPECIFIED: <input type="checkbox"/> BELOW <input type="checkbox"/> IN THE TWD <input type="checkbox"/> NO TEST REQD <input type="checkbox"/> FORMAL TEST PROGRAM |
| 9. RESTRICTIONS/PRECAUTIONS/REMARKS  |
| 10. DIVISION/REPAIR ACTIVITY READY TO COMMENCE WORK.<br>LPO/DIV OFF /RA _____ DATE _____   |

|   |  |
|---|--|
| 11. SAFETY OF SHIP (Submarine Only): YES <input type="checkbox"/> NO <input type="checkbox"/><br>RA SSO (if SPOD used) or QUALIFIED WATCH/DUTY OFFICER (if SOSMIL used)<br><br>DATE _____                               |  |
| 12. CONCURRENCES:<br><br>_____ DATE _____ _____ DATE _____ _____ DATE _____   |  |
| 13. TAGOUT REQUIRED: YES <input type="checkbox"/> NO <input type="checkbox"/><br><br><b>SYSTEM/COMPONENT IS LINED UP FOR WORK, A TAGOUT IS HUNG, VERIFIED AND SIGNED BY THE REPAIR ACTIVITY (IF REQUIRED) AND SHIP.</b> | TAGOUT NO. _____<br><br>WATCH/DUTY OFFICER _____ DATE _____                          |
| 14. PLANT/SHIP CONDITIONS (E.G., DRAINED, DE-PRESSURIZED, DE-ENERGIZED) SET. DIVISION/RA IS AUTHORIZED TO START WORK:   | WATCH/DUTY OFFICER _____ DATE _____<br><br>_____<br>REPAIR ACTIVITY _____ DATE _____ |

### NOTIFICATION OF WORK COMPLETION

|   |  |
|---|--|
| 15. RESTRICTIONS/PRECAUTIONS/REMARKS                                      |  |
| 16. WORK IS COMPLETE<br>LPO/DIV OFF or RA _____ DATE _____                | 17. TESTING IS COMPLETE<br>WATCH/DUTY OFF or RA _____ DATE _____ |
| 18. WAF CLOSED OUT<br>RA _____ DATE _____ WATCH/DUTY OFF _____ DATE _____ |  |

## DANGER/CAUTION TAG-OUT RECORD SHEET

| 1. SYSTEM OR COMPONENT   |                     |                              | 2. LOG SERIAL NO.                      |  |                                |          |
|--|---------------------|------------------------------|--|--|--------------------------------|----------|
| 3. AMPLIFYING INSTRUCTIONS (MANDATORY FOR CAUTION TAGS)                          |                     |                              |  |  |                                |          |
|  |                     |                              |  |  |                                |          |
|  |                     |                              |  |  |                                |          |
| <b>OPERATIONS/WORK ITEMS INCLUDED IN TAG-OUT</b>                                 |                     |                              |  |  |                                |          |
| 4. REASON FOR TAG-OUT AND APPLICABLE DOCUMENTATION<br>(E.G. TWD, JSN, WAF, ETC.) | 5. TAG NUMBERS USED | 6. DATE/TIME ISSUED OR ADDED | 7. PETTY OFFICER IN CHARGE (SIGNATURE) | 9. AUTHORIZING OFFICER (SIGNATURE)               | WORK COMPLETE                  |          |
|  |                     |                              | 8. INDEPENDENT REVIEWER (SIGNATURE)    | 10. REPAIR ACTIVITY REP. (SIGNATURE) (WHEN REQD) | 11. WORK CENTER REPRESENTATIVE | 13. DATE |
|  |                     |                              |  |  |                                |          |
|  |                     |                              |  |  |                                |          |
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| 14. TAG NO.                                 | 15. SYSTEM/ COMPONENT ID | 16. TAGGED POSITION/ CONDITION | 17. POSTED BY (INITIAL) | 18a. POSTING CHECKED BY (INITIAL) | 18b. RA WITNESS (INITIAL) |  | 19. CLEARANCE POSITION/ CONDITION | 20. CLEARANCE AUTHORIZED (SIGNATURE)   |                    | 21. DATE/ TIME CLEARED | 22. CLEARED BY (INITIAL) |  |
|---|--------------------------|--------------------------------|-------------------------|-----------------------------------|---------------------------|--|-----------------------------------|--|--------------------|------------------------|--------------------------|--|
|   |                          |                                |                         |                                   |                           |  |                                   | a. AUTHORIZING OFFICER   | b. REPAIR ACTIVITY |                        |                          |  |
|   |                          |                                |                         |                                   |                           |  |                                   |  |                    |                        |                          |  |
|   |                          |                                |                         |                                   |                           |  |                                   |  |                    |                        |                          |  |
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|   |                          |                                |                         |                                   |                           |  |                                   |  |                    |                        |                          |  |
| 23. SIGNATURE OF WATCH OFFICER/DUTY OFFICER |                          |                                |                         |                                   | 24. DATE/TIME             |  |                                   | <input type="checkbox"/> CONTINUED ON ADDITIONAL SHEET (CHECK IF APPLICABLE) |                    |                        |                          |  |

# TECHNICAL WORK DOCUMENT RECORD SHEET

| TWD RECORD SHEET  |                             |                   |                             |                                    |           |        |            |         |
|-------------------|-----------------------------|-------------------|-----------------------------|------------------------------------|-----------|--------|------------|---------|
| SYSTEM/COMPONENT: |                             | WAF SERIAL NO.    |                             |                                    |           |        |            |         |
| TWD LINE ITEM NO. | TWD (TGI, DL, DR, CWP, FWP) | BRIEF DESCRIPTION | TWD AUTHORIZATION           |                                    |           | STATUS |            | REMARKS |
|                   |                             |                   | 1 <sup>ST</sup> CHECK (INI) | 2 <sup>ND</sup> CHECK & AUTH (INI) | DATE AUTH | C/T/X  | INI & DATE |         |
|                   |                             |                   |                             |                                    |           |        |            |         |
|                   |                             |                   |                             |                                    |           |        |            |         |
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|                   |                             |                   |                             |                                    |           |        |            |         |
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|                   |                             |                   |                             |                                    |           |        |            |         |
|                   |                             |                   |                             |                                    |           |        |            |         |
|                   |                             |                   |                             |                                    |           |        |            |         |
|                   |                             |                   |                             |                                    |           |        |            |         |
|                   |                             |                   |                             |                                    |           |        |            |         |
|                   |                             |                   |                             |                                    |           |        |            |         |
|                   |                             |                   |                             |                                    |           |        |            |         |
|                   |                             |                   |                             |                                    |           |        |            |         |

**SAMPLE**

**# can change**

20023.0603.0001

|       |                                     |          |                   |
|-------|-------------------------------------|----------|-------------------|
| SHIP: | <u>USS GEORGE H W BUSH (CVN-77)</u> | ITEM NO: | <u>042-02-003</u> |
| COAR: | <u>26-002</u>                       | PCN:     | <u>CNAF-Q476</u>  |
|       |                                     | CMP:     | <u>NONE</u>       |
|       |                                     | PLANNER: | <u>WINSLOW</u>    |

1. SCOPE:

1.1 Title: Work Authorization Control (WAF) Requirements; accomplish

1.2 Location of Work:

1.2.1 Throughout the Ship

1.3 Identification:

1.3.1 Not Applicable

2. REFERENCES:

2.1 None

2.2 S0400-AD-URM-010/TUM, Tag-out Users Manual

**Example**

3. REQUIREMENTS:

3.1 In addition to the requirements invoked by 009-106 of 2.1 provide a representative, from one day after contract award to the end of shipboard work, whose only function will be as a WAF Coordinator (WAFCOR) responsible for the work authorization control process for all contractor work and other RAs work being performed during the contract performance period. The WAFCOR shall receive, process, compare and coordinate the WAFs/Technical Work Documents (TWDs) from the various RAs, meet with the various RAs, the Commanding Officer's Designated Representative (CODR), and the SUPERVISOR daily, eliminate any tag-out conflicts, and advise the SUPERVISOR of any WAF problems that would impact either the contractors, the other RAs, or the ships work operations and testing.

3.1.1 "RA work" shall include, but not be limited to, any authorized work pursuant to the awarded job order/contract, and any work being performed by other RAs during the same time period (other RAs such as, Alteration Installation Team(s), Fleet Maintenance Activity, Norfolk Naval Shipyard, other government provided contractors/activities), including any subcontractors used by an RA.

3.1.2 The WAFCOR shall ensure that each RA submits, at least 14 days prior to the actual scheduled start date of shipboard work, a filled out WAF, including TWDs (block 6 of the WAF) with the WAF when necessary to show or



# STOP WAF

|  |                       |              |                           |
|--|-----------------------|--------------|---------------------------|
| 1. STOP WAF SERIAL NUMBER                  | 2. SHIP TYPE / NUMBER | 3. SYSTEM ID | 4. ASSOCIATED WAF SER.NO. |
| 5. TASK GROUP INSTRUCTION NUMBER(S) (TGIs) |                       |              |                           |
| 6. DESCRIPTION OF WORK TO BE STOPPED       |                       |              |                           |

## AUTHORIZATION STOP WORK SECTION

7. ALL WORK DESCRIBED IN BLOCKS 5 AND/OR HAS BEEN STOPPED.

RA \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

PROJECT MGR. \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

WAFCOR \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

SHIP'S FORCE \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

## AUTHORIZATION RELEASE STOP WORK SECTION

8. ALL WORK AS DESCRIBED IN BLOCKS 5 AND/OR HAS BEEN RELEASED FOR CONTINUATION OF WORK.

RA \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

PROJECT MGR. \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

WAFCOR \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

SHIP'S FORCE \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

# STOP WAF